

TRIPURA GAZETTE



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PART-- I--Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.

GOVERNMENT OF TRIPURA COLLEGE OF AGRICULTURE, TRIPURA

No.F.2(15)-CAT/Esst.(CAS)/2019-20/3363-74

Dated, Agartala, the 11th February, 2021.

NOTIFICATION

Subject:- Adoption and implementation of additional service benefits of faculties in the College of Agriculture, Tripura as per UGC's Minimum Qualifications for appointment of Teachers and other Academic staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education .

1. The Government of India, Ministry of Human Resource Development, Department of Higher Education vide their letter No.1-32/2006-U.II/U(I) dated 31-12-2008, requested the State Government to consider adoption and implementation of the Revised pay structure in the UGC system for the teachers in Colleges in the State w.e.f. 01-01-2006 following the revision of pay scales of Central Government employees on the recommendation of the Sixth Central Pay Commission w.e.f. 01-01-2006, with a few modifications, if any, as may be considered necessary to suit local conditions. The Scheme of revision of pay structure communicated from the Ministry under the aforesaid reference may be extended to the teachers who were/are recruited in the regular scale of pay through prescribed recruitment process in the Universities, Colleges and other Higher Educational Institutions coming under the purview of State Legislature, provided the State Government wish to adopt and implement the scheme.
2. After careful consideration of the matter in order to attract and retain talent in teaching profession, the Government of Tripura has decided to extend the revised pay structure for college teachers as recommended by the Government of India to the College of Agriculture, Tripura state with a few modifications.
3. The revised pay structures and other provisions of the scheme adopted are as under:-
 - (i) There shall be only three designations in respect of teachers in College of Agriculture, Tripura namely Assistant Professor, Associate Professor and Professor.
 - (ii) No one shall be eligible to be appointed, promoted or designated as Associate Professor/ Professor, unless he/she possesses a Ph.D. degree and satisfy other academic conditions, as laid down by the UGC from time and time. This shall however, not affect those who are already designated as Professor.
 - (iii) The pay of teachers and equivalent position in Universities and Colleges shall be fixed according to their designations in two pay band of Rs. 15600-39100/- and Rs. 37400-67000/- respectively with appropriate academic grade pay (AGP). Each Pay Band shall have different stages of Academic Grade Pay which shall ensure that teachers covered under this scheme, subject to other conditions of eligibility being satisfied; have multiple opportunities for upward movement during their career.
 - (iv) National Eligibility Test (NET) shall be compulsory for appointment at the entry level of Assistant Professor, subject to the exemptions to the degree of Ph.D. in respect of those persons obtaining the award through a process of registration, course work and external evaluation as have been/or may be laid down by the UGC through its regulations, and so adopted by the state Govt. NET shall not be required for such Masters' programme in disciplines for which there is no NET.

4. Incentives for Ph.D. / M.Sc. / M.V.Sc. and other higher qualifications.

Non- compounded increments shall be allowed to the faculties of College of Agriculture, Tripura as per UGC Regulations, 2010 and further revisions made from time to time. The non-compounded increments shall be given as per the following criteria:

- i) **Five (5) non-compounded** advance increments shall be admissible at the entry level of recruitment as Assistant Professor to persons possessing the degree of Ph.D. awarded in the relevant discipline by a university following the process of registration, course work and external evaluation as prescribed by the UGC / ICAR.
- ii) Masters (M.Sc. /M.Tech. /M.V.Sc.) degree holders at the time of recruitment to the post of Assistant Professor shall be entitled to **two (2) non-compounded** advance increments.
- iii) Faculties who complete their Ph.D. degree while in service shall be entitled to three non-compounded increments if such Ph.D. is in the relevant discipline and has been awarded by a university complying with the process prescribed by the UGC / ICAR for enrolment, course-work and evaluation etc.
- iv) However, faculties in service who have been awarded Ph.D. at the time of coming into force of this Scheme or having been enrolled for Ph.D. have already undergone course work, if any, as well as evaluation; and only notification in regard to the award of Ph.D. is awaited, shall also be entitled to the award of three non-compounded increments even if the university awarding such Ph.D. has not yet been notified by the UGC as having complied with the process prescribed by the Commission.
- v) In respect of every other case, a teacher who is already enrolled for Ph.D. shall avail the benefit of three non-compounded increments only if the university awarding the Ph.D. has been notified by the UGC / ICAR to have complied with the process prescribed by the Commission for the award of Ph.D. In respect of either course work or evaluation or both, as the case may be.
- vi) Faculties in service who have not yet enrolled for Ph.D. shall, therefore, derive the benefit of three non-compounded increments on award of Ph.D. while in service only if such enrolment is with a university which complies with the entire process, including that of enrolment as prescribed by the UGC / ICAR.
- vii) **The fixation of pay as on 1st October, 2017 for Non-compounded advance increment (M.Sc/ PhD) will be calculated from the date of joining and fixed notionally upto 30/09/2017.** The figure so arrived at shall be multiplied by factor of 2.57 and to be located in the academic level corresponding to employee's pay band and Academic Grade Pay in the in the new pay matrix, as per order No.F.2(17)-CAT/Estt(RoP)/2019-20/1785-1804 Dated 27th Sept, 2019. If a cell identical with the figure so arrived at is available in the appropriate Academic Level, that Cell shall be the revised pay; otherwise the next higher Cell in that Academic Level shall be the revised pay of the employee. The financial benefit thereof shall be given with effect from 01/10/2017 only.

5. Career Advancement Scheme (CAS) for faculties of College of Agriculture, Tripura

CAS for teachers of College of Agriculture, Tripura **till implementation of this notification** will be done based on the recommendations of Department of Higher Education, Govt. of Tripura [vide notification No. F.1 (13-1)-DHE/Estt(G)/ 12/2631(29) dated 19/10/2012].

While, CAS for teachers of College of Agriculture, Tripura **w.e.f. implementation of this notification** will be done based on the recommendation of Department of Higher Education, Govt. of Tripura [vide notification No. F.1 (199)-DHE/Estt(G)/2017 dt. 27.12.2019 & notification No. F.1 (13-1) - DHE/Estt(G)/2020/2852 dated 20.06.2020].

6. Brief guidelines and proforma for forwarding/ consideration of the applications of the teachers of College of Agriculture, Tripura for providing career advancement scheme (CAS), is attached at **ANNEXURE-I** applicable till implementation of this notification and **ANNEXURE-II** applicable w.e.f. implementation of this notification.

7. Screening cum Evaluation committee for CAS promotion

Screening cum Evaluation Committee for CAS promotion of college teacher from one level to the other level is hereby constituted for College of Agriculture, Tripura with the members as follows:

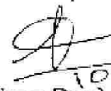
- i. The Principal / Principal In-charge of College of Agriculture, Tripura.
 - ii. Head/ teacher-in-charge of the Department of the concerned college.*
 - iii. Two subject experts in the subject concerned to be nominated by the Hon'ble Vice-Chancellor of Tripura University from panel of experts.
- *If Head / Teacher-in-charge of the Department concerned is one of the eligible candidate for CAS promotion of the college, the other senior most College teacher of the Department would be a member.*
 - *If there is only one Assistant Professor in a particular subject in College of Agriculture, Tripura and he/ she is an eligible candidate for CAS promotion also, the Principal/ Principal In-charge may nominate another senior teacher of a different subject under the same faculty of the college to be the member of the committee.*
 - *If the Head/ Teacher In-charge of the Department concerned is junior that the eligible candidate for CAS promotion of the college in the same Department, the Principal/ Principal In-charge may nominate another senior teacher of a different subject under the same faculty of the College to be the member of the committee.*

Note:

- a) **The quorum for this committee in all categories shall be three, which will include one subject expert/ university nominee.**
- b) **The senior most officer will function as 'CHAIRMAN' of the screening committee.**

The Principal/ Principal In-charge of College of Agriculture, Tripura under Department of Agriculture and Farmers' Welfare shall notify the Screening cum Evaluation Committee by name after getting the names of the subject experts from the affiliating University for their College and take necessary action for screening cum evaluation of the eligible cases for different levels as per the Guideline and format, as Annexure I & II to be filled up and submitted by the teachers of College of Agriculture, Tripura.

8. The date of implementation of the revision of additional service benefits, as above shall be effective retrospectively w.e.f. July, 2011 when recruitment of college teachers was done as per UGC pay structure based on the UGC regulations, 2010.
9. This is Issued with the concurrence of the Finance Department, Govt. of Tripura communicated vide their U.O. No. 435 FIN (Estt-II)/19 dated 22.10.2019.


(Purnima Das)
Deputy Secretary to the
Government of Tripura

**GUIDELINES FOR THE SCREENING CUM EVALUATION COMMITTEE FOR CAS PROMOTION
OF ASSISTANT PROF./ ASSOCIATE PROF. IN COLLEGE OF AGRICULTURE, TRIPURA
FROM ONE LEVEL TO OTHER HIGHER LEVEL
APPLICABLE TILL IMPLEMENTATION OF THIS NOTIFICATION**

CATEGORY I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Brief Explanation: Based on the teacher's self-assessment, API are proposed for (a) teaching related activities; (b) domain knowledge; (c) participation in examination and evaluation; (d) contribution to innovative teaching, new courses etc. The self-assessment should be based on objectively verifiable criteria wherever possible.

SI. No.	Nature of Activity
1.	Lectures, seminars, tutorials, practical's, contact hours undertaken
2.	Lectures or other teaching duties in excess of the UGC norms
3.	Preparation and imparting of knowledge / Instruction as per curriculum; syllabus enrichment by providing additional resources to students
4.	Use of participatory and innovative teaching-learning methodologies; updating of subject content, course improvement etc
5.	Examination duties (invigilation; question paper setting, evaluation/ assessment of answer scripts) as per allotment.

CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES.

Brief Explanation: Based on the teacher's self-assessment, Category II API are proposed for co-curricular and extension activities; and Professional development related contributions. A list of items is given below. As before, the self-assessment should be based on objectively verifiable criteria.

The model table below gives groups of activities.

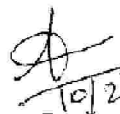
SI. No.	Nature of Activity
1.	Students related co-curricular, extension and field based activities (such as extension work through NSS/ NCC and other channels, cultural activities, subject related events, advisement and counseling).
2.	Contribution to corporate life and management and department and institution through participation in academic and administration committees and responsibility.
3.	Professional development activities (such as participation in seminars, conference, short term training courses, talks, lectures, membership of association, dissemination and general articles not covered in category).

**CATEGORY III: MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR
PROMOTION OF TEACHERS IN COLLEGE OF AGRICULTURE, TRIPURA**

Sl. No.	Promotion of Teachers through CAS	Service requirement	Minimum Academic Performance Requirements and Screening/Selection Criteria
1.	Assistant Professor (Stage 1) to Assistant Professor (Stage 2) (AGP 6000/- to 7000/- or Academic Level 10 to Academic Level 11)	Assistant Professor in Stage 1 and completed Four (4) years of service with Ph.D. or Five (5) years of service who are with M.Phil/ PG Degree in Professional Courses such as M.Sc (Agri/ Horti)/M.Vsc/M.Tech Degree etc.	(i) One orientation/ CAFT/Summer School/Winter School/ Workshop / staff development programme of 2/3 weeks duration. (ii) Screening cum Verification process for recommending promotion.
2.	Assistant Professor (Stage 2) to Assistant Professor (Stage 3) (AGP 7000/- to 8000/- or Academic Level 11 to Academic Level 12)	Assistant Professors with completed service of five (5) years at the AGP Rs.7,000/- or Academic Level 11 to be moved to the AGP Rs.8,000/- or Academic Level 12	(i) One orientation/ CAFT/Summer School/Winter School/ Workshop /Soft Skills development Programmes/ Faculty development programme of 2/ 3 weeks duration. (ii) At least two paper presentations in International / National / Regional /State level Conferences / Seminars or at 'least 'one' Research Project sponsored by UGC/ ICSSR/ CSIR/ ICAR/ DBT/ DST or similar other funding agencies in the entire period as Assistant Professor. (iii) Screening cum Verification process for recommending promotion.
3.	Assistant Professor (Stage 3) to Associate Professor (Stage 4) (AGP 8000/- to 9000/- or Academic Level 12 to Academic Level 13A)	Assistant Professor with completed services of three (3) years in the AGP Rs. 8,000/- or Academic Level 12 to be moved to the AGP Rs.9,000/- or Academic Level 13A with designation of Associate Professor	(i) At least two publications in reputed journals/ books/ edited books (published by international/ National/ State level publishers with ISBN/ ISSN number) in the entire period as Assistant Professor (twelve/ fourteen years). However, an exemption of one publication will be given to M.Phil. holders and an exemption of two publications will be given to Ph. D. holders. (ii) At least three paper presentations in International / National /Regional / State level Conferences/Seminars in the entire period as Assistant

			Professor (twelve /fourteen years). (iii) Screening cum Verification process for recommending promotion.
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4. PLACEMENT FROM ASSOCIATE PROFESSOR TO PROFESSOR (i.e. FROM AGP Rs 9,000/- TO AGP Rs 10,000/- or Academic Level 13A to Academic Level 14)		
Associate Professor (Stage 4) to Professor (Stage 5) (AGP 9000/-to 10000/- or Academic Level 13A to Academic Level 14)	Associate Professors completing three (3) years of service in the AGP Rs. 9,000/- or Academic Level 13A may be moved to AGP - Rs.10,000/- or Academic Level 14 with designation of Professor	(i) A Ph.D. Degree in relevant discipline is mandatory. (ii) A minimum of four publications in reputed journals/ books/ edited books (published by international / National/ State level publishers with - ISBNN/ISSN numbers) or in Government Publications since the period that the teacher is placed in Stage 3. (iii) At least one Text/ Reference in concerned discipline related/ research oriented Book published by International/ National/ state level with ISBN/ ISSN number. (iv) Screening cum Verification process for recommending promotion.


 (Purnima Das)
 Deputy Secretary to the
 Government of Tripura

**SELF APPRAISAL REPORT FOR PROMOTION UNDER CAREER ADVANCEMENT
SCHEME (CAS) IN FAVOUR OF TEACHERS OF COLLEGE OF AGRICULTURE, TRIPURA**

PART – A: GENERAL INFORMATION AND ACADEMIC BACKGROUND

1. Name (in block letter) :
2. Father's name :
3. Nationality :
4. Category belonging to :
(UR/ST/SC/OBC)
5. Date of 1st entry as Assistant :
Professor at College of
Agriculture, Tripura
6. Date of birth :
7. Gender :
8. Marital status :
9. Existing designation and :
Grade Pay
10. Date of last promotion/ :
appointment under CAS or by
direct recruitment
11. Eligible for getting grade pay :
under CAS as prayed for
(Yes/No)
12. Date of eligibility for :
promotion under CAS
13. Address for correspondence :
with mobile number

14. Educational Qualifications (Matriculation to Postgraduate):

Examinations / Degree	Name of the Board/Univ.	Year of Passing	Percentage of marks or OGPA obtained	Division /Class /Grade	Subject (s)
Matriculation/Secondary					
H. S./10+2					
Bachelor's degree					
Master's degree/ M. Tech					
PhD					
Others (Please specify)					

15. Post held after appointment at College of Agriculture, Tripura:

Designation	Subject/ Department	Period of service		Grade /Pay band
		From	To	

16. Teaching experience (in years):

17. Research experience excluding years spent in Ph. D (in year):

18. Fields of specialization under the subject /discipline:

19. Training Received (CAFT/ Winter School/ Summer School/ Short Course):

Sl. No.	Name of the Training	Place & Instt.	Duration (Date)	Sponsoring agency	Remarks

20. Workshop/ Training/Brainstorming session attended:

Sl. No.	Title	Organized by	Place	Duration (Date)	Remarks

PART – B: RESEARCH PUBLICATIONS AND ACADEMIC ACTIVITIES:

(1). Published papers in Journals

Sl. No.	Title with volume number and page number	Journal Name	ISSN/ ISBN No.	NAAS Jrn.ID and Rating	Whether peer reviewed, Impact Factor, if any	Whether you are the First/Corresponding author

Academic activities

Sl. No.	Activity	Course Code and Credit	Number In figure	Year
1.	Question paper setting	Mid Term		
		End term		
2.	Answer script evaluation	Mid Term		
		End Term		
3.	Invigilation	Mid Term		
		End Term		
4.	External examiner	Question setting		
		Answer script evaluation		
5.	Course Leader/associate			
6.	Extra Classes (Course other than own Department)			

(3). Books authored/ Chapters in Edited Book/ Editor of Books:

Sl. No.	Article/Chapter Title with page numbers	Book title, Editor and Publisher	ISSN/ ISBN No.(or, Renowned publishers)	No. of Co-authors	Whether you are the main author

(4). Participation / Papers presented in Conference/ Science Congress/ Symposium/Seminar proceedings:

Sl. No.	Title with page nos.	Details of conference publication	ISSN/ ISBN No.	Number of Co-authors	Whether you are the main author

(5). Award/ Fellowships:

Sl. No.	Name of Fellowship / Award	Body awarding the Fellowship / Award	Year of Award	Amount, if Any

(6). Membership in Scientific bodies/ Societies:

Sl. No.	Name of the Society/Body	Type of membership	Period

PART – C: Administrative duties / College Development Activities

Sl. No.	Position held	Brief description of duties

PART – D: Ongoing and completed Research Projects and Consultancies:

Sl. No.	Whether PI/Co-PI/ Consultant/ Other	Title	Agency(Funding, Commissioning and / or Collaborating)	Period	Grant(s)/ Amount mobilized (so far) in Rs. (Lakhs)

PART – E: Research Guidance

Particulars	Number of scholar(s) enrolled	Thesis submitted	Degree Awarded
M.Sc/ M.V.Sc/ M. Tech.			
Ph.D.			

PART-F: Workshop /Training / Seminar / Field Day organized

Sl. No.	Title of Workshop/ Seminar/ Training/ Field Day	Organizer Institute/ Agency Name	Categorization- International/ National/ Regional/State	No. of Participants

PART – G: Any other relevant information:

Give details of any other credentials viz., significant contributions, In-service award/ Recognition, Meeting attended/ Radio Talk/ TV programmes/ Invited Lectures/ Resource person/ Chairman/ Co-coordinator/ Convener/ Member/ Games& Sports/ Extra-curricular activities etc., which was not mentioned above earlier:

Sl. No.	Details (Mention year , activities etc wherever relevant)

LIST OF ENCLOURES (Attached photo-copies of certificates, papers etc. wherever necessary)

Declaration: I declare that the above particulars are true and correct to the best of my knowledge and I bear the responsibility should any of the information/documents/statements turn out to be incorrect or false.

Date:

Place:

**Signature of the faculty
with designation**

**PART- H: ACRs OF THE FACULTY MEMBERS FOR PRECEDING FIVE YEARS
RECOMMENDATION THEREOF**

I. ACR Part for preceding 4 (four)/ 5 (five) years due to placement under Career Advancement Scheme (CAS)

- i. Name of faculty member :
- ii. Date of birth :
- iii. First entry in the service :
- iv. Entry as College faculty :
- v. Existing place of posting :
- vi. Pay band and date of availing existing Grade :
- vii. Health condition :
- viii. Performance Assessment :
- ix. Achievements against main duties/
Specific objectives :
- x. Inter personal relationship :
- xi. Communication skills :
- xii. General Assessment :
- xiii. Integrity :
- xiv. Overall grading: OUTSTANDING/
VERY GOOD/ GOOD/ AVERAGE/
BELOW AVERAGE :

II. RECOMMENDATIONS:

The faculty member bear reasonable capability to discharge his/her duties in a responsible position to which he/she will be favoured with placement under CAS and recommended for consideration of the proposal.

Signature of the Principal / Principal -in- Charge
College of Agriculture, Tripura
(With seal)

Annexure II

GUIDELINES FOR THE SCREENING CUM EVALUATION COMMITTEE FOR CAS PROMOTION OF ASSISTANT PROF./ ASSOCIATE PROF. IN COLLEGE OF AGRICULTURE, TRIPURA FROM ONE LEVEL TO OTHER HIGHER LEVEL W.E.F. IMPLEMENTATION OF THIS NOTIFICATION

1. After completion of required years of experience for promotion under CAS and fulfilment of other requirements indicated below, the teacher shall submit an application for promotion under CAS
2. The screening cum evaluation committee on verification/ evaluation of grade secured by the candidate to the assessment criteria and methodology proforma design by the respective university based on the UGC Regulations. The committee shall recommend to the Secretary, Agriculture about the suitability for promotion of the candidate under CAS for implementation.
3. The eligibility and assessment of performance of the teachers for the CAS promotion is based on the following steps. A candidate needs to fulfil all the requirements of step I, II, & III below in order to be finally selected for CAS promotion.

Step I

A candidate needs to fulfil all the criteria as laid down in para 5 (I) or (II) or (III) or (IV) as per Annexure-II of this Notification. For assessment of these criteria a candidate has to submit all the relevant information to the Principal of College of Agriculture, Tripura as per format- I.

Step II

Teaching-learning & evaluation: The commitment to teaching based on observable indicators such as being regular to class, punctuality to class, remedial teaching and clarifying doubts within and outside the class hours, counselling and mentoring, additional teaching to support the college as and when the need arises, etc. examination and evaluation activities like performing of examination supervision duties, question paper setting, for university/ college examinations, participation in the evaluation of examination-answer scripts, conducting examinations for internal assessment as per the schedule to be announced by the institution at the beginning of each academic session and returning and discussing the answers in the class. In this regard, the following API scores as per the table below, need to be fulfilled.

Sl. No.	Name of the activity	Maximum score
1.	Lectures, Seminars, Tutorials, Practical's, Contact hours undertaken taken as percentage of lectures allocated.	30
2.	Maintaining teacher diary on weekly basis	10
3.	Lectures or other teaching duties in excess of the UGC/ICAR norms	10
4.	Preparation and imparting of knowledge/ instruction as per curriculum, syllabus enrichment by providing additional resources to students	10
5.	Use of participatory and innovative teaching – learning methodologies, updating of subject content, course improvement etc.	10
6.	Examination duties (invigilation, question paper setting)	10
7.	Evaluation/ assessment of answer scripts (as per allotment)	10
8.	Administrative responsibilities such as Head, Co-ordinator of different College Development Committees, Hostel Warden, etc.	10
9.	Student related co-curricular, extension and field based activities such as READY Programme, Career counselling, NCC, NSS & community services	10
10.	Organising seminars/ conferences/ workshops, other college/ university	10

	activities	
11	Evidence of actively involved in guiding MSc/Ph.D students	10
12	Conducting minor/ major research projects/ schemes sponsored by National / International agencies (PI: 10, Co-PI: 5)	10
13	At least 1 single/ joint publication in peer reviewed or NAAS rated Journals	10
	Total	150

A candidate needs to obtain minimum 60% score out of above activity parameters to be eligible for CAS promotion.

Step-III

- The college teachers shall submit an annual self appraisal report in the prescribed format supplied by the **College of Agriculture, Tripura**. The report should be submitted at the end of every academic year, within the stipulated time. The teacher will provide documentary evidence for the claims made in the annual self appraisal report, which is to be verified by the Principal/ Head of Office. ACR- Minimum Grade of very good is required for considering eligible for availing CAS benefit.
- Vigilance clearance is also a criteria to be eligible for availing CAS benefit.

4. Assessment Process

Assessment Criteria and methodology

- (i) The criteria for promotions under CAS laid down under this regulation shall be effective from the date of notification of the revised UGC pay by the State Government i.e. 01.10.2017. However, to avoid hardship to those faculty members who have already qualified or are likely to qualify shortly under the existing regulations, a choice may be given to them for being considered for promotions under the existing regulations. This option can be exercised only within 3 (three) years from the date of notification of the UGC regulations, 2018.
- (ii) A teacher who wishes to be considered for promotion under the CAS may submit in writing to the college, within three (3) months in advance of the due date, that he/ she fulfils all the requirements under the CAS and submit to the college, the assessment criteria and methodology proforma as per the assessment criteria and methodology guidelines set out herein. In order to avoid any delay in holding the selection committee meetings for various positions under the CAS, the college may initiate the process of screening/ selection and complete the process within 6(six) months from the receipt of application.
- (iii) The promotion under the CAS being a personal promotion to a teacher holding a substantive sanction posts, on his/ her superannuation. The said post shall revert back to its original cadre.
- (iv) For promotion under the CAS, the applicant teacher must be on the role and in active service of the college on the date of consideration by the selection committee.
- (v) The candidate shall offer himself/ herself for assessment of promotion, if he/ she fulfils the minimum grading specified in the relevant assessment criteria and methodology formats, by submitting an application and the required assessment criteria and methodology format. He/she can do so 3(three) months before the due date.
- (vi) If a candidate applied for promotion on completion of minimum eligibility and is successful, the date of promotion shall be from that of minimum period of eligibility.
- (vii) If however, the candidate finds that he/she would fulfil the CAS promotion criteria, as defined in the Step I, II & III above at a later date and applies on that date and is successful, his her promotion shall be affected from the date of the candidate fulfilling the eligibility criteria.

- (viii) The candidate who does not succeed in the first assessment, he/ she shall have to be re-assessed only after one year. When such a candidate succeed in the eventual assessment, his her promotion shall be deemed to be one year from the date of rejection.
- (ix) Regarding the cases **pending for promotions** from one Academic Level/Grade Pay to another Academic level/ Grade Pay under the CAS provide under the UGC regulations on minimum qualifications for appointment of teachers in colleges and universities and measures for the maintenance of standards in Higher Education, 2010 and its subsequent amendments, the teachers shall be given the option to be considered for the promotion from one Academic Level/Grade Pay to another Academic level/ Grade Pay as per the following:
- (a) The teachers shall be considered for promotion from one Academic Level/Grade Pay to another as per the CAS under the UGC Regulations, 2018.

OR

- (b) The faculty members shall be considered for the promotion from one Academic Level/Grade Pay to another as per the CAS provided under the guidelines issued vide letter **No. F.(13-1)-DHE/Estt(G)/12 dtd 19.10.2012** of Department of Higher Education, Govt. of Tripura.

Note: Principal/ Principal In-charge, College of Agriculture, Tripura will collect the information from the eligible teachers of College of Agriculture, Tripura as per Format-I and form the committee as per above for screening and evaluation as per the assessment criteria and methodology and put grade defined at Step - I to III above and send a status report as per format with the recommendation of the committee for taking final decision by the competent authority.

5. CAS PROMOTION ELIGIBILITY & CRITERIA

I. Assistant Professor (Academic Level 10) to Assistant Professor (Academic Level 11):

Eligibility: Assistant Professors who have completed four years of service and having a Ph.D. degree or five years of service and having a M.Phil. / PG Degree in Professional Courses, such as LLM, M.Tech, or six years of service for those without Ph.D./M.Phil./ PG Degree in Professional courses.

- a) Attended one Orientation course of 21 days' duration on teaching methodology; and
b) Any one of the following: Completed one Refresher / Research Methodology Course

OR

- c) Any two of the following: Workshop, Syllabus Up-gradation Workshop, Training Teaching-Learning Evaluation, Technology Programmes and Faculty Development Programmes of at least one week (5 days) duration

OR

Completed one MOOCs course (with e-certification) or development of e-contents in four-quadrants / MOOC's course during the assessment period.

Criteria : A teacher shall be promoted if;

- a) He/She gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least three/four/five of the last four/five/six years of the assessment period as the case may be, as specified in Appendix II, Table 1 of the UGC Pay Regulation, 2018 and;
b) The promotion is recommended by the screening-cum-evaluation committee.

II. Assistant Professor (Academic Level 11) to Assistant Professor (Academic Level 12):

Eligibility:

- a) Assistant Professors who have completed five years of service in Academic Level 11.
- b) Any two of the following in the last five years of Academic Level-11/ Senior Scale: Completed courses/programmes from among the categories of Refresher Courses/Research Methodology course/Workshops/Syllabus Up Gradation Workshop/ Teaching-Learning-Evaluation/ Technology Programmes/ Faculty Development Programme/ Syllabus Up-gradation Workshop/ Teaching-Learning Evaluation/ Technology Programmes/ Faculty Development Programmes of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed MOOCs course in the relevant subject (with e-certification); or Contribution towards development of e content in 4 quadrant (at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment

Criteria: A teacher shall be promoted if;

- a) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least four of the last five years of the assessment period, (as prescribed in Appendix II, Table 1 of the UGC Pay Regulation, 2018) and
- b) The promotion is recommended by the Screening-cum-evaluation committee

III. Assistant Professor (Academic Level 12) to Associate Professor (Academic Level 13A)

Eligibility:

- a) Assistant Professor who has completed three years of service in Academic Level 12.
- b) A Ph.D. degree in subject relevant /allied/relevant discipline.
- c) Any one of the following during the last three years: completed one course / programme from amongst the categories of Refresher Courses/ Methodology Workshop/Syllabus Up-gradation Workshop/ Teaching Learning-Evaluation Technology Programme/ Faculty Development Programme of at least two weeks (ten days) duration (or completed two courses of at least one week (five days) duration in lieu of every single course/programme of at least two weeks (ten days) duration); or completed one MOOCs course (with certification); or contribution towards development of e-contents in 4-quadrant(at least one quadrant) minimum of 10 modules of a course/contribution towards development of at least 10 modules of MOOCs course/ contribution towards conduct of a MOOCs course during the period of assessment.

Criteria: A teacher may be promoted if;

- a) He/she gets a 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period as prescribed in Appendix II, Table 1 of the UGC Pay Regulation, 2018, and

b) The promotion to the post of Associate Professor is recommended by the selection committee in accordance with the UGC Pay Regulation, 2018.


IV. Associate Professor (Academic Level 13A) to Professor (Academic Level 14)

Eligibility:

- a) Associate Professors who have completed three years of service in Academic Level 13A.
- b) A Ph.D. degree in subject relevant/allied/relevant discipline.
- c) A minimum of 10 research publications in peer-reviewed or UGC-listed journals out of which three research papers shall be published during the assessment period.
- d) A minimum of 110 Research Score as per Appendix II, Table 2 of the UGC Pay Regulation, 2018.

Criteria: A teacher shall be promoted if;

- a) The teacher gets 'satisfactory' or 'good' grade in the annual performance assessment reports of at least two of the last three years of the assessment period, as per Appendix II, Table 1 and at least 110 research score as per Appendix II, Table 2 of the UGC Pay Regulation, 2018.
- b) The promotion to the post of Professor is recommended by selection committee constituted in accordance with the UGC Pay Regulation, 2018.


(Purnima Das)
Deputy Secretary to the
Government of Tripura

**GOVERNMENT OF TRIPURA
COLLEGE OF AGRICULTURE, TRIPURA**

Confidential Annual Report of the College teacher (Reporting Year: _____)

I. PERSONAL DATA (to be filled up by the teacher):

Name	
Date of Birth	
Designation	
Present posting	
Date of entry into the service	
Academic qualification	
Whether trained	Yes/No If, yes then detail particulars:
No of days on leave (Excluding CL)	

II. TEACHERS OWN SUMMARY APPRAISAL.

1. PLEASE SPECIFY WHETHER YOU ARE SUBMITTING THIS REPORT WITHIN THE PRESCRIBED PERIOD (IF NOT REASONS THEREFORE) :
2. Subject taught during the reporting year :

Subjects taught (to be provided by the teacher)	Total no of class allocated in last two semesters considering weekly allocation (to be provided by the teacher)	Total no of classes taken in last two semesters (to be provided by the teacher)	Score obtained (to be provided by the Principal after verification) 90-100 % =10 80-90%=8 70-80%=6 60-70%=4 40-60%=2 Below 40%=0

3. Members of different Committee:

Member of different administrative committees of College etc.	Role of teacher	Score (to be provided by the Principal after verification) scoring pattern: If yes-10 If no-0

4. Innovative activities (if any please specify):

Use of participatory and innovative teaching-learning methodologies, updating of subject content, course improvement etc.	Activities done with proof (to be provided by the teacher)	Score (to be provided by the Principal after verification) scoring pattern: If yes-10 If no-0

5. Maintenance of teacher's diary :

Teachers diary (percentage of maintaining teachers diary for the classes taken by the concerned teacher (to be provided by the teacher).	To be verified by concerned HOD with signature	Score (to be provided by the Principal after verification) scoring pattern: 80-100%=10 60-79%=8 40-59%=5 Below 40%=0

6. Regularity during last two semesters:

Attendance in percentage of total working days (to be provided by the teacher)	To be verified by concerned HOD with signature	Score (to be provided by the Principal after verification) scoring pattern: 80-100%=10 60-79%=8 40-59%=5 Below 40%=0



Signature of the applicant
Name
Designation
Seal

III. REMARKS OF THE REPORTING AUTHORITY

1. Length of the service under the reporting authority during the period of reports.
2. Please specify whether Reporting Authority has submitted his/ her report within the prescribed period, if not reason therefore:
3. State health of the Teacher:
4. Comments on self assessment of the Teacher (Please give details/ aspects of performance with which you disagree or would like to elaborate):
5. Assessment by Reviewing Authority:

Sector/ Component	Total Marks	Marks allotted by the Reviewing Authority
Ability to teach	10	
Innovative activities	10	
Regularity	10	
Innovative	10	
Additional Responsibilities	10	
Total	50	

Grade on the basis of Reviewing Authority	Score	Grade obtained
Outstanding	45-50	
Very Good	39-44	
Good	33-38	
Satisfactory	27-32	
Below than the expectation level	1-26	

Signature of the Reporting Authority
(Principal/ Principal I/c)
Name-
Designation-

IV. REMARKS OF THE ACCEPTING AUTHORITY

Signature of the Accepting Authority
(Secretary, Agriculture, GoT)
Name-
Designation-

Session: Semester:

Subject: Paper/ Unit:

Approximate number of theory periods required:

Approximate number of practical periods required:

Sl. No.	Units and Method	Required Periods	Duration	
			From	To

1. No. of periods allotted:

2. No. of periods taken:

3. Reason for shortfall if any:

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4. Methods used:

5. Topics Covered:

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6. Assessment:

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7. Support extended to the students:

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8. Anything special about teaching learning you want to mention:

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academic diary

FORMAT-I

BASIC INFORMATION FOR PLACEMENT/ PROMOTION OF Dr./Mrs./Mr. _____ FROM _____ TO _____

STATEMENT OF ELIGIBLE TEACHERS OF COLLEGE OF AGRICULTURE, TRIPURA FOR MOVEMENT FROM ACADEMIC LEVEL 10 TO 11 UNDER THE PAY SCALES OF UGC REGULATION 2018.

Sl. No.	Name of the Assistant Professor	Date from which designated as Assistant Professor (Level - 10)	Date of eligibility to move Level - 11 as per UGC Regulation 2018	Date of Ph. D/ M.Sc.	Number of Orientation/ Refresher/ Faculty development Programme			Remarks
					Orientation at least 21 days teaching methodology	Refresher/ Research Methodology	Faculty development programme (minimum two of five days duration)	
1	2	3	4	5	6	7	8	9

Signature & official seal of Assistant Professor

FORM No. I

BASIC INFORMATION FOR PLACEMENT/PROMOTION OF Dr./Mrs./Mr. _____ FROM _____ TO _____
 STATEMENT OF ELIGIBLE TEACHERS OF COLLEGE OF AGRICULTURE, TRIPURA FOR MOVEMENT FROM ACADEMIC LEVEL 11 TO 12 UNDER THE PAY
 SCALES OF UGC REGULATION, 2018.

Sl. No.	Name of the Assistant Professor	Date from which designated as Assistant Professor (Level - 11)	Date of eligibility to move Level - 12 as per UGC Regulation, 2018	Date of Ph. D./ M. Sc.	Number of Orientation/ Refresher/ Faculty development Programme etc. completed	Remarks
1	2	3	4	5	6	7
					Any two of the following in the last five years of Academic Level - 11/ Senior Scale: completed courses/ programmes from among the categories of Refresher courses/ Research Methodology course/ Workshops/ Syllabus Up-Gradation workshop/ Teaching - Learning Evaluation/ Technology Programmes/ Faculty Development programme of at least two weeks (ten days) duration, (or completed two courses of at least one week (five days) duration in lieu of every single course/ programme of at least two weeks single course/ Programme of at least two weeks (ten days) duration of completed MOOCs course in the relevant subject (with e-certification); or contribution towards development of e-content in 4 quadrant (at least 1 quadrant) minimum of 10 modules of a course/ contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.	

Signature & official seal of Assistant Professor

BASIC INFORMATION FOR PLACEMENT/PROMOTION OF Dr./Mrs./Mr. _____ FROM _____ TO _____
 STATEMENT OF ELIGIBLE TEACHERS OF COLLEGE OF AGRICULTURE, TRIPURA FOR MOVEMENT FROM ACADEMIC LEVEL 12 TO 13A UNDER THE PAY
 SCALES OF UGC REGULATION, 2018.

Sl. No.	Name of the Assistant Professor	Date from which designated as Assistant Professor (Level - 12)	Date of eligibility to move Level - 13A as per UGC Regulation, 2018	Date of Ph. D/ M Sc.	Number of Orientation/ Refresher/ Faculty development Programme etc. completed	Remarks
1	2	3	4	5	6	7
					Any one of the following during last three years: completed one course/ programme from among the categories of Refresher courses/ Methodology Workshops/ Syllabus Up-Gradation workshop/ Teaching – Learning Evaluation/ Technology Programmes/ Faculty Development programme of at least two weeks (ten days) duration. (or completed two courses of at least one week (five days) duration in lieu of every single course/ programme of at least two weeks single course/ Programme of at least two weeks (ten days) duration of completed MOOCs course in the relevant subject (with e-certification); or contribution towards development of e-content in 4 quadrant (at least 1 quadrant) minimum of 10 modules of a course/ contribution towards development of at least 10 modules of MOOCs course/ contribution towards conducting of a MOOCs course during the period of assessment.	

Signature & official seal of Assistant Professor